

Safety Simply Stated

Volume 1, Issue 11
November 2004



A Message from your City Safety Officer, Michael Alio Tips for Tailgates & Safety Meetings

Although most supervisors are not trained as public speakers, they're expected to give effective safety training talks or tailgate sessions in front of groups of workers-people who often are not always the easiest of audiences. These sessions are critically important not just for the safety of employees, but also to ensure the City complies with Cal/OSHA regulations.

Importance of Good Planning

No matter how well you know your subject, don't try to just "wing" the sessions without preparation.

- ◇ **Setting your objectives.** Decide on the specific objectives you want the session to accomplish. If the session is on wearing protective headgear, your specific objectives might be for all employees to understand what protective headgear is,

plus when, how, and especially *why* to wear it.

- ◇ **Knowing your audience.** If they'll be mostly younger, newer employees without much experience, you may need to emphasize the basic points of your subject without so much detail that they're overwhelmed. And you'll want to allow time for questions. With more seasoned employees, getting them to come up with related examples or to demonstrate a safe practice can help hold their interest. You may also need to consider sensitive areas, such as trainees' level of reading skills and their ability to understand the English language. Plan ways to overcome such problems without embarrassing anyone.

- ◇ **Choosing your extras.** It's almost always a good idea to use some kind of visual aid,

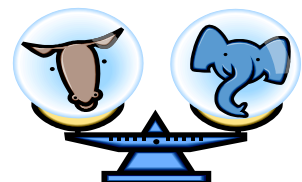
(Continued on page 5)

Inside this issue:

Don't be a Victim of Job Death	2
Fed OSHA Campaign	2
Hazard Checklist for Gas Cutting Equipment	3
SCA & AED's	4
Human Body Facts	6
Why Supervisors Should Analyze Accidents	7
Training Calendar	9
Quiz Answers	10

Special Points of Interest:

- ◇ A word from your City Safety Officer.
- ◇ Gas Cutting Checklists.
- ◇ Safety Training Calendar.
- ◇ Answers to last Months Quiz.
- ◇ **REMEMBER TO VOTE!!!**





DON'T BE A VICTIM OF JOB VEHICLE DEATH

If you wear a belt to keep your pants up, why wouldn't you wear a safety belt to save your life?

Silly question? Job vehicle deaths in the US certainly aren't silly.

That's why the National Institute for Occupational Safety and Health (NIOSH) is recommending that employers provide safety belts in company vehicles and enforce their use.

"A mandatory belt use policy is the single most important road safety policy an employer can implement and enforce," said NIOSH director John Howard.

Howard noted that in the general population, use of

safety belts saved nearly 12,000 lives in motor vehicle crashes in 2000, and could have prevented an additional 9,000 fatalities if the victims had been wearing belts.

Belt use also prevented nearly 325,000 moderate to severe injuries in 2000, and could have prevented another 143,000, according to the National Highway Traffic Safety Administration (NHTSA).

Injuries resulting from non-use of safety belts are estimated to cost employers more than \$1 billion each year in health insurance and other costs.

For every employee involved in a workplace crash, the direct cost to the employer averaged \$27,750 if the worker was not wearing a safety belt. This

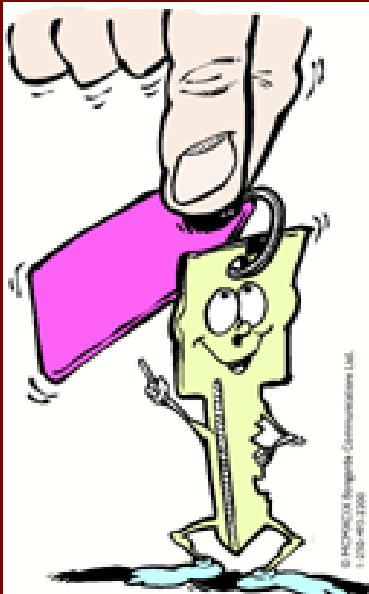
compared with \$11,310 if the employee was wearing a safety belt.

Howard said state belt laws are not an acceptable substitute for an employer policy because not all states have primary enforcement of belt laws.

According to NIOSH findings, motor vehicle crashes are the leading cause of work-related deaths in the US. Simply put, employers are in a strategic position to promote road safety on the job, NIOSH says.

Supervisors are encouraged to enforce company policy on safety belt use. The consequences of ignoring such a policy are numerous, not to mention heartbreaking if an accident occurs.

2004 Safety Smarts



Fed-OSHA Seat Belt Campaign

Fed-OSHA and the National Highway Traffic Safety Administration (NHTSA) have launched a campaign to encourage all federal employees to wear seat belts in all stations of moving vehicles.

"Every Belt— Every Ride" emphasizes wearing a safety belt no matter which seat federal employees are in when traveling in government

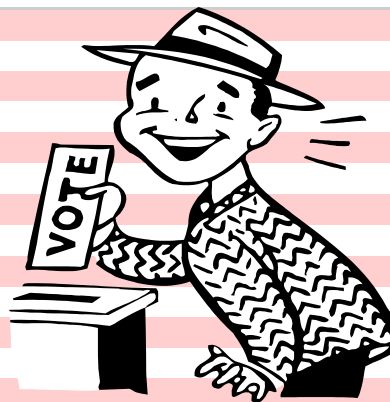
vehicles, private automobiles, taxis or other vehicles.

Half the federal workers who died from 1992 to 2001 were killed in transportation accidents. Wearing a seat belt can reduce the risk of death by 45 to 60 percent, according to NHTSA.

2004 Cal-OSHA Reporter



**Remember:
Vote on
November 2nd**



Hazard Checklist for Gas Cutting Equipment

By: Laurie Browning, Department Safety Officer

There are many hazards associated with gas cutting equipment. Fires can be ignited by sparks or spattered hot metal, the cutting torch fuel itself can explode, and exposure to toxic fuel are a few of the things that can go wrong.

Here are some safety reminders:

- ◆ Only properly trained and equipped workers should use gas-cutting equipment.
- ◆ Do cutting in areas with non-combustible floors.
- ◆ Check the atmosphere of the area to determine if flammable gases or vapors are present. Ensure adequate ventilation.
- ◆ Close or cover ducts and other openings, which could carry sparks to another area.
- ◆ Do not cut a container unless you are sure it has been thoroughly cleaned to remove any material, which could burn or explode. Never cut into a sealed container.
- ◆ Have a fire extinguisher nearby.
- ◆ Wear approved eye and face protection as well as protective equipment for the head, hands and feet.
- ◆ Check gas cylinders, hoses and regulators for leaks and other signs of damage. Only a qualified person should clean or repair a regulator. Turn off gas cylinders when not in use.
- ◆ Cylinders should be stored upright in a fireproof and well ventilated area, separate from the work area. Keep gas cylinders away from flammable substances and sources of ignition such as sparks. Handle cylinders carefully – do not drop or roll them.
- ◆ Fuel gases can be toxic so check the material safety data sheet for information on avoiding exposure.
- ◆ Keep oxygen cylinders away from oil, grease, and flammables because of the danger of explosion.
- ◆ Keep hoses away from hot metal and sparks.



Sudden Cardiac Arrest & AED's

By: Tristina Meche, Safety Assistant

Sudden cardiac arrest (SCA) is a leading cause of death in the United States, striking more than 250,000 people each year or 680 people each day – more than breast cancer, prostate cancer, AIDS, house fires, handguns and traffic accidents combined. It can strike any part of the population at any time -- adults, adolescents and children; sedentary people and athletes. It kills people with known heart conditions and apparently healthy people.

An electrical impulse normally causes the chambers of the heart to beat in sync, and circulate blood throughout the body. Ventricular fibrillation (VF) causes the heart muscle to quiver, rather than beat effectively. VF causes 80 – 90% of sudden cardiac arrest cases. Defibrillation can help the heart reestablish an effective electrical rhythm and beat as it should.



Today less than five percent of cardiac arrest victims survive, largely because early defibrillation (less than 5 minutes) does not

occur. Every minute that passes without defibrillation reduces a victim's chance of survival by 10 percent. Even with the impressive response time of our emergency medical personnel, more needs to be done to protect family, friends, coworkers and visitors.

Automated External Defibrillators (AED) are compact, portable, battery operated, easy to use devices designed to analyze the heart's rhythm. If a shock is advised, the AED verbally instructs the operator to deliver a shock to a victim of sudden cardiac arrest. With AEDs available in the workplace, early defibrillation is can occur before emergency medical personnel arrive.

The placement of defibrillators allow our staff to deliver early defibrillation to victims in the critical moments after sudden cardiac arrest. This will provide a lifesaving bridge during the time it takes emergency medical service paramedics to arrive. AEDs give the operator audible instructions for placement of pads, standing clear of the patient during monitoring and if shock is advised, and if CPR is needed. The unit will not advise or allow operators to shock a victim if a shock is not needed

Sudden cardiac arrest (SCA) is a leading cause of death in the United States, striking more than 250,000 people each year

or would be ineffective. As you can see, AEDs are practically error proof and having one in the workplace has many benefits. According to OSHA, 13 percent of workplace fatalities reported in 1999 and 2000 were due to sudden cardiac arrest. In December 2001, the agency began recommending employers to consider placing defibrillators in the workplace.

An AED should only be used by trained workers, such as floor wardens. Floor wardens are required to take annual CPR/AED training. If you ever find yourself in a situation where you must assist a floor warden with an AED unit, follow their instructions and know the precautions listed below:

(Continued on next page)



Sudden Cardiac Arrest & AED's Continued...

(Continued from page 4)

- ✓ Do not touch the victim while the AED is analyzing or defibrillating.
- ✓ Do not use alcohol to wipe the victim's chest dry or use an AED around other flammable materials.
- ✓ Do not use an AED in a moving vehicle.
- ✓ Do not use an AED on a victim lying on a conductive surface or in water.

✓ Do not use an AED on a child under the age of 8 or under 55 pounds.

✓ Do not use an AED on a victim wearing a nitroglycerin patch or other patch on the chest. With a gloved hand, remove any patches from the chest before attaching the device.

✓ Do not use a cellular phone



or radio transmitter within 6 feet of the AED.

Published studies demonstrate dramatic increases in survival as a result of the broad deployment of AEDs. In fact, the American Heart Association estimates that 40,000 more lives could be saved annually in the United States alone if defibrillators were more widely available and could reach victims more quickly.

Tips for Tailgates and Safety Meetings Continued....

(Continued from page 1)

since these make it easier for the audience to stay involved in your presentation. For a short session, writing with markers on a flip chart can be an effective way to help make your points. It's also a good idea to have discussions, demonstrations, or hands-on exercises that involve some or all the members of the audience.

- ◇ **Outlining the presentation.** Outlining forces you to think about what you're going to present and how you're going to go about it.

Giving the Presentation

When its time to actually give the training session, remember these basic rules of effective communication:

- ◇ **Begin at the beginning.** Make the subject of the session clear by summarizing what you're going to cover and explaining why it's important.
- ◇ **Use examples and illustrations.** Specific examples of actual events that happened in *your* work area are a good way to make your points interesting.
- ◇ **Demonstrate.** If you're

talking about hard hats, container labels, safe use of tools, use actual objects as props to illustrate your talk.

- ◇ **Involve your audience.** Ask the group to think of examples of the points you're making. Encourage questions and constructive comment.
- ◇ **State your objectives.** Make it clear what you expect employees to do or not do as a result of the session.
- ◇ **Finish with a bang.** You should plan the end of your talk so that it summarizes the key points you made.



Our heart beats around 100,00 times every day.

Our blood is on a 60,000-mile journey.

Our eyes can distinguish up to one million color surfaces and take in more information than the largest telescope known to man.

Our lungs inhale over two million liters of air every day, without even thinking. They are large enough to cover a tennis court.

Our hearing is so sensitive it can distinguish between hundreds of thousands of different sounds.

Our nose is our personal air-conditioning system: it warms cold air, cools hot air & filters impurities.

Our brain is more complex than the most powerful computer and has over 100 billion nerve cells.

Our sense of touch is more refined than any device ever created.

When we touch something, we send a message to our brain at 124 mph.

In one square inch of our hand we have 9 feet of blood vessels, 600 pain sensors, 9000 nerve endings, 36 heat sensors & 75 pressure sensors.

We give birth to 100 billion red cells every day.

We are indeed precious creatures.

Shouldn't we do all we can to stay SAFE?

If your interested in writing an article for our monthly Safety newsletter, please contact:
The City Safety Office at extension 6552.

When submitting an article of safety interest, all we ask is that you provide your source of information so we can verify the information before we distribute and post it n the City Safety website.

We are always open to new ideas and we look forward to hearing from you.

—Thank you!



© 1993/1994/1995/1996/1997/1998/1999/2000/2001/2002/2003/2004/2005/2006/2007/2008/2009/2010/2011/2012/2013/2014/2015/2016/2017/2018/2019/2020/2021/2022/2023/2024/2025/2026/2027/2028/2029/2030/2031/2032/2033/2034/2035/2036/2037/2038/2039/2040/2041/2042/2043/2044/2045/2046/2047/2048/2049/2050/2051/2052/2053/2054/2055/2056/2057/2058/2059/2060/2061/2062/2063/2064/2065/2066/2067/2068/2069/2070/2071/2072/2073/2074/2075/2076/2077/2078/2079/2080/2081/2082/2083/2084/2085/2086/2087/2088/2089/2090/2091/2092/2093/2094/2095/2096/2097/2098/2099/2100/2101/2102/2103/2104/2105/2106/2107/2108/2109/2110/2111/2112/2113/2114/2115/2116/2117/2118/2119/2120/2121/2122/2123/2124/2125/2126/2127/2128/2129/2130/2131/2132/2133/2134/2135/2136/2137/2138/2139/2140/2141/2142/2143/2144/2145/2146/2147/2148/2149/2150/2151/2152/2153/2154/2155/2156/2157/2158/2159/2160/2161/2162/2163/2164/2165/2166/2167/2168/2169/2170/2171/2172/2173/2174/2175/2176/2177/2178/2179/2180/2181/2182/2183/2184/2185/2186/2187/2188/2189/2190/2191/2192/2193/2194/2195/2196/2197/2198/2199/2200/2201/2202/2203/2204/2205/2206/2207/2208/2209/2210/2211/2212/2213/2214/2215/2216/2217/2218/2219/2220/2221/2222/2223/2224/2225/2226/2227/2228/2229/2230/2231/2232/2233/2234/2235/2236/2237/2238/2239/2240/2241/2242/2243/2244/2245/2246/2247/2248/2249/2250/2251/2252/2253/2254/2255/2256/2257/2258/2259/2260/2261/2262/2263/2264/2265/2266/2267/2268/2269/2270/2271/2272/2273/2274/2275/2276/2277/2278/2279/2280/2281/2282/2283/2284/2285/2286/2287/2288/2289/2290/2291/2292/2293/2294/2295/2296/2297/2298/2299/2300/2301/2302/2303/2304/2305/2306/2307/2308/2309/2310/2311/2312/2313/2314/2315/2316/2317/2318/2319/2320/2321/2322/2323/2324/2325/2326/2327/2328/2329/2330/2331/2332/2333/2334/2335/2336/2337/2338/2339/2340/2341/2342/2343/2344/2345/2346/2347/2348/2349/2350/2351/2352/2353/2354/2355/2356/2357/2358/2359/2360/2361/2362/2363/2364/2365/2366/2367/2368/2369/2370/2371/2372/2373/2374/2375/2376/2377/2378/2379/2380/2381/2382/2383/2384/2385/2386/2387/2388/2389/2390/2391/2392/2393/2394/2395/2396/2397/2398/2399/2400/2401/2402/2403/2404/2405/2406/2407/2408/2409/2410/2411/2412/2413/2414/2415/2416/2417/2418/2419/2420/2421/2422/2423/2424/2425/2426/2427/2428/2429/2430/2431/2432/2433/2434/2435/2436/2437/2438/2439/2440/2441/2442/2443/2444/2445/2446/2447/2448/2449/2450/2451/2452/2453/2454/2455/2456/2457/2458/2459/2460/2461/2462/2463/2464/2465/2466/2467/2468/2469/2470/2471/2472/2473/2474/2475/2476/2477/2478/2479/2480/2481/2482/2483/2484/2485/2486/2487/2488/2489/2490/2491/2492/2493/2494/2495/2496/2497/2498/2499/2500/2501/2502/2503/2504/2505/2506/2507/2508/2509/2510/2511/2512/2513/2514/2515/2516/2517/2518/2519/2520/2521/2522/2523/2524/2525/2526/2527/2528/2529/2530/2531/2532/2533/2534/2535/2536/2537/2538/2539/2540/2541/2542/2543/2544/2545/2546/2547/2548/2549/2550/2551/2552/2553/2554/2555/2556/2557/2558/2559/2560/2561/2562/2563/2564/2565/2566/2567/2568/2569/2570/2571/2572/2573/2574/2575/2576/2577/2578/2579/2580/2581/2582/2583/2584/2585/2586/2587/2588/2589/2590/2591/2592/2593/2594/2595/2596/2597/2598/2599/2600/2601/2602/2603/2604/2605/2606/2607/2608/2609/2610/2611/2612/2613/2614/2615/2616/2617/2618/2619/2620/2621/2622/2623/2624/2625/2626/2627/2628/2629/2630/2631/2632/2633/2634/2635/2636/2637/2638/2639/2640/2641/2642/2643/2644/2645/2646/2647/2648/2649/2650/2651/2652/2653/2654/2655/2656/2657/2658/2659/2660/2661/2662/2663/2664/2665/2666/2667/2668/2669/2670/2671/2672/2673/2674/2675/2676/2677/2678/2679/2680/2681/2682/2683/2684/2685/2686/2687/2688/2689/2690/2691/2692/2693/2694/2695/2696/2697/2698/2699/2700/2701/2702/2703/2704/2705/2706/2707/2708/2709/2710/2711/2712/2713/2714/2715/2716/2717/2718/2719/2720/2721/2722/2723/2724/2725/2726/2727/2728/2729/2730/2731/2732/2733/2734/2735/2736/2737/2738/2739/2740/2741/2742/2743/2744/2745/2746/2747/2748/2749/2750/2751/2752/2753/2754/2755/2756/2757/2758/2759/2760/2761/2762/2763/2764/2765/2766/2767/2768/2769/2770/2771/2772/2773/2774/2775/2776/2777/2778/2779/2780/2781/2782/2783/2784/2785/2786/2787/2788/2789/2790/2791/2792/2793/2794/2795/2796/2797/2798/2799/2800/2801/2802/2803/2804/2805/2806/2807/2808/2809/2810/2811/2812/2813/2814/2815/2816/2817/2818/2819/2820/2821/2822/2823/2824/2825/2826/2827/2828/2829/2830/2831/2832/2833/2834/2835/2836/2837/2838/2839/2840/2841/2842/2843/2844/2845/2846/2847/2848/2849/2850/2851/2852/2853/2854/2855/2856/2857/2858/2859/2860/2861/2862/2863/2864/2865/2866/2867/2868/2869/2870/2871/2872/2873/2874/2875/2876/2877/2878/2879/2880/2881/2882/2883/2884/2885/2886/2887/2888/2889/2890/2891/2892/2893/2894/2895/2896/2897/2898/2899/2900/2901/2902/2903/2904/2905/2906/2907/2908/2909/2910/2911/2912/2913/2914/2915/2916/2917/2918/2919/2920/2921/2922/2923/2924/2925/2926/2927/2928/2929/2930/2931/2932/2933/2934/2935/2936/2937/2938/2939/2940/2941/2942/2943/2944/2945/2946/2947/2948/2949/2950/2951/2952/2953/2954/2955/2956/2957/2958/2959/2960/2961/2962/2963/2964/2965/2966/2967/2968/2969/2970/2971/2972/2973/2974/2975/2976/2977/2978/2979/2980/2981/2982/2983/2984/2985/2986/2987/2988/2989/2990/2991/2992/2993/2994/2995/2996/2997/2998/2999/3000/3001/3002/3003/3004/3005/3006/3007/3008/3009/3010/3011/3012/3013/3014/3015/3016/3017/3018/3019/3020/3021/3022/3023/3024/3025/3026/3027/3028/3029/3030/3031/3032/3033/3034/3035/3036/3037/3038/3039/3040/3041/3042/3043/3044/3045/3046/3047/3048/3049/3050/3051/3052/3053/3054/3055/3056/3057/3058/3059/3060/3061/3062/3063/3064/3065/3066/3067/3068/3069/3070/3071/3072/3073/3074/3075/3076/3077/3078/3079/3080/3081/3082/3083/3084/3085/3086/3087/3088/3089/3090/3091/3092/3093/3094/3095/3096/3097/3098/3099/3100/3101/3102/3103/3104/3105/3106/3107/3108/3109/3110/3111/3112/3113/3114/3115/3116/3117/3118/3119/3120/3121/3122/3123/3124/3125/3126/3127/3128/3129/3130/3131/3132/3133/3134/3135/3136/3137/3138/3139/3140/3141/3142/3143/3144/3145/3146/3147/3148/3149/3150/3151/3152/3153/3154/3155/3156/3157/3158/3159/3160/3161/3162/3163/3164/3165/3166/3167/3168/3169/3170/3171/3172/3173/3174/3175/3176/3177/3178/3179/3180/3181/3182/3183/3184/3185/3186/3187/3188/3189/3190/3191/3192/3193/3194/3195/3196/3197/3198/3199/3200/3201/3202/3203/3204/3205/3206/3207/3208/3209/3210/3211/3212/3213/3214/3215/3216/3217/3218/3219/3220/3221/3222/3223/3224/3225/3226/3227/3228/3229/3230/3231/3232/3233/3234/3235/3236/3237/3238/3239/3240/3241/3242/3243/3244/3245/3246/3247/3248/3249/3250/3251/3252/3253/3254/3255/3256/3257/3258/3259/3260/3261/3262/3263/3264/3265/3266/3267/3268/3269/3270/3271/3272/3273/3274/3275/3276/3277/3278/3279/3280/3281/3282/3283/3284/3285/3286/3287/3288/3289/3290/3291/3292/3293/3294/3295/3296/3297/3298/3299/3300/3301/3302/3303/3304/3305/3306/3307/3308/3309/3310/3311/3312/3313/3314/3315/3316/3317/3318/3319/3320/3321/3322/3323/3324/3325/3326/3327/3328/3329/3330/3331/3332/3333/3334/3335/3336/3337/3338/3339/3340/3341/3342/3343/3344/3345/3346/3347/3348/3349/3350/3351/3352/3353/3354/3355/3356/3357/3358/3359/3360/3361/3362/3363/3364/3365/3366/3367/3368/3369/3370/3371/3372/3373/3374/3375/3376/3377/3378/3379/3380/3381/3382/3383/3384/3385/3386/3387/3388/3389/3390/3391/3392/3393/3394/3395/3396/3397/3398/3399/3400/3401/3402/3403/3404/3405/3406/3407/3408/3409/3410/3411/3412/3413/3414/3415/3416/3417/3418/3419/3420/3421/3422/3423/3424/3425/3426/3427/3428/3429/3430/3431/3432/3433/3434/3435/3436/3437/3438/3439/3440/3441/3442/3443/3444/3445/3446/3447/3448/3449/3450/3451/3452/3453/3454/3455/3456/3457/3458/3459/3460/3461/3462/3463/3464/3465/3466/3467/3468/3469/3470/3471/3472/3473/3474/3475/3476/3477/3478/3479/3480/3481/3482/3483/3484/3485/3486/3487/3488/3489/3490/3491/3492/3493/3494/3495/3496/3497/3498/3499/3500/3501/3502/3503/3504/3505/3506/3507/3508/3509/3510/3511/3512/3513/3514/3515/3516/3517/3518/3519/3520/3521/3522/3523/3524/3525/3526/3527/3528/3529/3530/3531/3532/3533/3534/3535/3536/3537/3538/3539/3540/3541/3542/3543/3544/3545/3546/3547/3548/3549/3550/3551/3552/3553/3554/3555/3556/3557/3558/3559/3560/3561/3562/3563/3564/3565/3566/3567/3568/3569/3570/3571/3572/3573/3574/3575/3576/3577/3578/3579/3580/3581/3582/3583/3584/3585/3586/3587/3588/3589/3590/3591/3592/3593/3594/3595/3596/3597/3598/3599/3600/3601/3602/3603/3604/3605/3606/3607/3608/3609/3610/3611/3612/3613/3614/3615/3616/3617/3618/3619/3620/3621/3622/3623/3624/3625/3626/3627/3628/3629/3630/3631/3632/3633/3634/3635/3636/3637/3638/3639/3640/3641/3642/3643/3644/3645/3646/3647/3648/3649/3650/3651/3652/3653/3654/3655/3656/3657/3658/3659/3660/3661/3662/3663/3664/3665/3666/3667/3668/3669/3670/3671/3672/3673/3674/3675/3676/3677/3678/3679/3680/3681/3682/3683/3684/3685/3686/3687/3688/3689/3690/3691/3692/3693/3694/3695/3696/3697/3698/3699/3700/3701/3702/3703/3704/3705/3706/3707/3708/3709/3710/3711/3712/3713/3714/3715/3716/3717/3718/3719/3720/3721/3722/3723/3724/3725/3726/3727/3728/3729/3730/3731/3732/3733/3734/3735/3736/3737/3738/3739/3740/3741/3742/3743/3744/3745/3746/3747/3748/3749/3750/3751/3752/3753/3754/3755/3756/3757/3758/3759/3760/3761/3762/3763/3764/3765/3766/3767/3768/3769/3770/3771/3772/3773/3774/3775/3776/3777/3778/3779/3780/3781/3782/3783/3784/3785/3786/3787/3788/3789/3790/3791/3792/3793/3794/3795/3796/3797/3798/3799/3800/3801/3802/3803/3804/3805/3806/3807/3808/3809/3810/3811/3812/3813/3814/3815/3816/3817/3818/3819/3820/3821/3822/3823/3824/3825/3826/3827/3828/3829/3830/3831/3832/3833/3834/3835/3836/3837/3838/3839/3840/3841/3842/3843/3844/3845/3846/3847/3848/3849/3850/3851/3852/3853/3854/3855/3856/3857/3858/3859/3860/3861/3862/3863/3864/3865/3866/3867/3868/3869/3870/3871/3872/3873/3874/3875/3876/3877/3878/3879/3880/3881/3882/3883/3884/3885/3886/3887/3888/3889/3890/3891/3892/3893/3894/3895/3896/3897/3898/3899/3900/3901/3902/3903/3904/3905/3906/3907/3908/3909/3910/3911/3912/3913/3914/3915/3916/3917/3918/3919/3920/3921/3922/3923/3924/3925/3926/3927/3928/3929/3930/3931/3932/3933/3934/3935/3936/3937/3938/3939/3940/3941/3942/3943/3944/3945/3946/3947/3948/3949/3950/3951/3952/3953/3954/3955/3956/3957/3958/3959/3960/3961/3962/3963/3964/3965/3966/3967/3968/3969/3970/3971/3972/3973/3974/3975/3976/3977/3978/3979/3980/3981/3982/3983/3984/3985/3986/3987/3988/3989/3990/3991/3992/3993/3994/3995/3996/3997/3998/3999/4000/4001/4002/4003/4004/4005/4006/4007/4008/4009/4010/4011/4012/4013/4014/4015/4016/4017/4018/4019/4020/4021/4022/4023/4024/4025/4026/4027/4028/4029/4030/4031/4032/4033/4034/4035/4036/4037/4038/4039/4040/4041/4042/4043/4044/4045/4046/4047/4048/4049/4050/4051/4052/4053/4054/4055/4056/4057/4058/4059/4060/4061/4062/4063/4064/4065/4066/4067/4068/4069/4070/4071/4072/4073/4074/4075/4076/4077/4078/4079/4080/4081/4082/4083/4084/4085/4086/4087/4088/4089/4090/4091/4092/4093/4094/4095/4096/4097/4098/4099/4100/4101/4102/4103/4104/4105/4106/4107/4108/4109/4110/4111/4112/4113/4114/4115/4116/4117/4118/4119/4120/4121/4122/4123/4124/4125/4126/4127/4128/4129/4130/4131/4132/4133/4134/4135/4136/4137/4138/4139/4140/4141/4142/4143/4144/4145/4146/4147/4148/4149/4150/4151/4152/4153/4154/4155/4156/4157/4158/4159/4160/4161/4162/4163/4164/4165/4166/4167/4168/4169/4170/4171/4172/4173/4174/4175/4176/4177/4178/4179/4180/4181/4182/4183/4184/4185/4186/4187/4188/4189/4190/4191/4192/4193/4194/4195/4196/4197/4198/4199/4200/4201/4202/4203/4204/4205/4206/4207/4208/4209/4210/4211/4212/4213/4214/4215/4216/4217/4218/4219/4220/4221/4222/4223/4224/4225/4226/4227/4228/4229/4230/4231/423



Why Should Supervisors Analyze Accidents

By: Jerry Wolfe, Department Safety Officer

Analyzing accidents is the responsibility of all levels of management and a concern of every employee. Supervisors however, are in a unique position and have a special responsibility for this function. The supervisor in the area where an accident occurred has certain qualifications and advantages that other members of management do not have.

1. Supervisors know the most about the work environment and the personal background of the affected employee(s). Supervisors also have the greatest familiarity with the equipment, machines, and materials involved in the accident and know most about the standard work practices in the area.
2. Supervisors may also know if the employee has any preexisting physical conditions and/or has a second job or is involved in various sport activities. These conditions and outside activities could be important in determining the compensability of any claim for worker's compensation.
3. Supervisors have a personal interest in identifying accident causes. They are directly responsible for the health and safety of their employees in addition to the equipment, machines, and materials in the work area. Accident analysis focuses on the behaviors, conditions, and hazards that could endanger the health and safety of employees and/or could damage costly equipment and materials or interrupt services to clients.
4. Supervisors can take the most immediate action to prevent an accident from recurring. Supervisors also have the greatest opportunity to implement changes in the management system that will have a permanent impact upon future accident

prevention efforts.

5. Supervisors can communicate more effectively with the employees in their area than other managers and staff personnel using the terms and language they understand. As a result, employees are often usually more willing to talk more openly about their role or the role of their coworkers in an accident.

HOW DOES ACCIDENT ANALYSIS BENEFIT SUPERVISORS?

There are many ways in which supervisors can benefit from prompt and thorough accident analysis. The following list is not meant to be comprehensive, but does include some of the major benefits.

- A prompt and thorough analysis will visibly demonstrate the supervisor's concern for his/her employees.

- A thorough accident analysis will help identify trends and problem areas.

- An effective accident analysis will increase efficiency by minimizing interruptions, equipment downtime and time lost due to recurring accidents.

- An effective accident analysis will improve the supervisor's management approach to health and safety.

"Prescription without diagnosis is malpractice, whether it be medicine or management"
Karl Albrecht, Organization Development

WHAT RESPONSIBILITY DO MANAGERS HAVE FOR ACCIDENT ANALYSIS?

Managers are primarily responsible for implementing a process to ensure that all accidents are thoroughly analyzed and that

(Continued on page 8)



Health Care Tip:

How to care for swollen feet: "Your feet and ankles look normal in the morning. By day's end they're swollen, and you can't wait to get your shoes off.

"Swelling (edema) results from fluid buildup in the tissues. Gravity pulls the fluids to your feet and ankles, causing them to swell. The October issue of Mayo Clinic Health Letter offers these tips to reduce swelling:

- Cut back on salt — Salt contributes to fluid retention.
- Put your feet up — Lying on your back, rest your feet at least 12 inches above the level of your heart for 10 to 15 minutes, three or four times a day.
- Use support stockings — Roll these on in the morning to promote circulation and limit gravitation movement of fluids. Most medical supply or drug stores carry these.
- Exercise regularly — This improves circulation.
- Lose excess weight — Excess weight slows circulation of body fluids and puts extra pressure on your veins.
- Avoid long periods of sitting — Every one or two hours, get up and walk.
- Review your medication with your doctors — Certain drugs, including non-steroidal anti-inflammatories and calcium channel blockers, can contribute to swelling.
- See a doctor if you have persistent swelling, swelling accompanied by shortness of breath and weight gain, or swelling that damages the skin."

Why Should Supervisors Analyze Accidents Continued...

"The greatest opportunity for the discovery and correction of undesired deviations takes place while the work is being performed"

Edwin B. Flippo and Gary M. Munsinger, *Management*

(Continued from page 7)

preventive measures are correctly identified and implemented in a timely manner. Management also has several specific responsibilities when an accident occurs.

These responsibilities include:

1. Demonstrating a positive interest in all aspects of

accident analysis by reviewing of all reports.





2. Provide positive assistance and resources, whenever required, to assure proper preventive measures are taken.
3. Conducting in-depth reviews of all major accidents.
4. Providing constructive, purposeful, and timely comments on accident analysis reports.



November 2004

Citywide Employee Safety Training Calendar

(Scheduled Classes as of October 28, 2004)

Date(s)	Course	Time(s)	Location
Nov. 4	Fire Extinguisher 2-sessions AM/PM 	AM Session: 10:00 am – 12:00 pm PM Session: 1:00 pm – 3:00 pm	Long Beach Airport Maintenance Yard 3150 St. Louis Ave. Conference Rm & Fire Pit (EB 32 nd St. just immediately north of 405 frwy off-ramp onto NB Cherry Ave.)
Nov. 5	Lead Supervisor Refresher	8:00 am – 5:00 pm	NATEC 1100 Technology Circle Anaheim, CA <i>NOTE: For Health Department Employees</i>
Nov. 9	Body Mechanics	1:00 pm—3:00 pm	PW/ESB 2929 E. Willow St., EDC Classroom <i>NOTE: Enter on Willow Street. Street parking available on Willow Street.</i>
Nov. 9	AED/CPR 2-sessions	AM Session: 8:00 am – 12:00 pm PM Session: 12:30 pm – 4:30 pm	American Red Cross  3150 E. 29 th St. Classroom 2
Nov. 9	AED/CPR	10:00 am—12:30 pm	Long Beach Water Department 1800 E. Wardlow Rd. Assembly Room <i>NOTE: For Water Department Employees</i>
Nov. 9- 10	Adult CPR & Child Infant and First Aid	7:30 am – 4:30 pm	Long Beach Energy 2400 E. Spring St. Training Room <i>NOTE: For Long Beach Energy Employees</i>
Nov. 11	Chainsaw Training 	11:00 am – 3:30 pm	Water Department 1800 E. Wardlow Rd., Assembly Room <i>NOTE: For Water Department Employees</i>
Nov. 11	Ergonomic Training 2-sessions	AM Session: 10:00 am – 11:30 pm PM Session: 1:30 pm – 3:00 pm	AM session: Main Library 101 Pacific Ave. Auditorium PM session: PW/EDC 2929 E. Willow St. Classroom
Nov. 23	Respirator Training	TBD	PW/ESB 2929 E. Willow St., EDC Classroom <i>NOTE: For Public Works Employees</i>
TBD	Hazwoper Refresher 	TBD	TBD
TBD	Hazwoper Technician	TBD	TBD <i>NOTE: For Water Department Employees</i>



- **NOTE:** Course dates and time are subject to change without notice.
- Please be advised that HR will request a JV charge point from departments who have employees signed up for training and do not show up for the class.
- If you have any questions, please contact May Jong, Risk Management @ may_jong@longbeach.gov



City Safety Office Staff

Michael Alio
City Safety Officer.....(562)570-6476

May Jong
Training Coordinator.....(562)570-5059

Loida Garcia
Secretary.....(562)570-6552

Tristina Meche
Safety Assistant.....(562)570-5892



Test your Hearing Protection Knowledge Quiz ~ ANSWERS ~

- T or F 1. Noise is unwanted or unpleasant sound that can get in the way of sounds we would rather hear.
- T or F 2. Too much noise can cause you to lose your hearing.
- T or F 3. The only time you need to be concerned about too much noise is when you're at work.
False – you can be exposed to high levels of noise at home, too, such as loud music.
- T or F 4. You run the risk of hearing loss if you're exposed to an average of more than 75 decibels over an 8-hour workday and do not wear hearing protection. **False – you risk hearing loss if you're exposed to an average of 90 decibels over 8-hour work day and don't wear hearing protection.**
- T or F 5. Pitch, or frequency, has nothing to do with whether noise will harm your hearing. **False – high-pitched or high frequency reduced, your company will provide you with hearing protection.**
- T or F 6. Your company must follow a hearing conservation program if noise levels reach 85 decibels on an 8-hour, Time Weighted Average basis.
- T or F 7. If you work in a high noise area, you will be required to take annual hearing tests to determine if your ability to hear has changed.
- T or F 8. If the noise level in your area is too high, your company will immediately move you to another area. **False – if noise levels cannot be reduced, your company will provide you with hearing protection.**
- T or F 9. Canal caps are the best form of hearing protection. **False – all forms of hearing protection are helpful, but earmuffs and earplugs usually give you better protection.**
- T or F 10. Sometimes homemade hearing protection, such as a cotton balls or cigarette filters, work just as well as what your organization give you. **False – homemade hearing protection does not provide enough protection. Only use what your organization provides.**



© M. J. R. Reigate Communications Ltd.
1-250-402-2000